

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
VIA LIVE MEETING
MINUTES
MARCH 8, 2011**

PRESENT: Mylinda Barisas-Matula (Live Meeting), David Cooper, Brian Holmquist, Deborah Mckernan-Ace, Corliss Rice (Live Meeting), Gail Slaughter (Live Meeting)

EXCUSED: Dorothy Olson

STAFF: Tom Ryan, Bureau Director; Michael Berndt, Legal Counsel; Karen Rude-Evans, Bureau Assistant

GUEST: Teri Black, WOTA

CALL TO ORDER

Gail Slaughter, Chair, called the meeting to order at 9:12 a.m. A quorum of six (6) members was confirmed.

APPROVAL OF AGENDA

Amendments:

- Under Item 10j – three additional items inserted after page 8:
 - WOTA 2011 Conference Proposal - Wisconsin State Practice Act: Everything You Need to Know
 - Call for Papers – 2011 WOTA Conference
 - Website Recommendations for Board Member Review
- Under Item 11a – Additional Student FAQ recommendations – insert after page 8

MOTION: David Cooper moved, seconded by Deborah McKernan-Ace, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF JULY 13, 2010

MOTION: Mylinda Barisas-Matula moved, seconded by Deborah McKernan-Ace, to approve the minutes of July 13, 2010 as written. Motion carried unanimously.

SECRETARY MATTERS

Secretary Dave Ross and Executive Assistant John Murray addressed the Board and gave brief histories of their backgrounds. They both look forward to working with the Board.

ELECTION OF OFFICERS

Tom Ryan reviewed the protocol for elections with the Board.

David Cooper nominated Brian Holmquist for Chair.

Tom Ryan called for nominations for Chair three times. Hearing no additional nominations, a vote was called.

Brian Holmquist was elected Chair by unanimous vote.

Gail Slaughter nominated Corliss Rice for Vice Chair.

Tom Ryan called for nominations for Vice Chair three times. Hearing no additional nominations, a vote was called.

Corliss Rice was elected Vice Chair by unanimous vote.

Brian Holmquist nominated David Cooper for Secretary.

Tom Ryan called for nominations for Secretary three times. Hearing no additional nominations, a vote was called.

David Cooper was elected Secretary by unanimous vote.

The new officers assumed their roles at this time.

2011 Officers

Chair – Brian Holmquist

Vice Chair – Corliss Rice

Secretary – David Cooper

The Board Appointments and Liaisons remain the same.

SPEAKING ENGAGEMENTS, TRAVEL AND PUBLIC RELATIONS REQUESTS

Mylanda Barisas-Matula submitted a request to present at the 2011 WOTA Conference to be held October 6-8, 2011. The presentation is entitled, "Wisconsin State Practice Act: Everything You Need to Know." Deborah McKernan-Ace offered to assist with the presentation.

MOTION: Gail Slaughter moved, seconded by Brian Holmquist, to authorize Mylanda Barisas-Matula and Deborah McKernan-Ace to present as the 2011 WOTA Conference. Motion carried unanimously.

The Board previously authorized Gail Slaughter to attend the AOTA Conference; however the travel request was not approved. At this time there is a freeze on travel. The Board discussed the importance of attending the AOTA Conference due to the wealth of information available to the Boards.

ITEMS FOR BOARD DISCUSSION

Website Recommendations

Mylanda Barisas-Matula reviewed the current practice questions listed on the DRL website and recommended editing the responses to two questions to reflect the recent changes in the language to Wis. Admin. Code § OT 4.05(4)(b)(c) relating to occupational therapist supervision of occupational therapy assistants. Michael Berndt, Legal Counsel, will review the recommended changes to ensure the language accurately reflects the statutes. If the revised language meets the approval of Legal Counsel, the information will be posted to the DRL website; otherwise it will be brought back to the next Board meeting for further review and discussion.

Arron Knautz, Office of Education and Examinations, addressed the Board on the process for scheduling exams between board meetings. No changes will be made to the website regarding the examination information.

Student Supervision FAQ's

At the July 2010 meeting, the Board discussed the supervision requirements for non-licensed personnel and the exemption from this requirement for students. Mylanda Barisas-Matula drafted two responses for the Board's review. After discussion, several changes were made and Legal Counsel will review the references to the statutes and rules before this information is posted to the DRL website.

Renewal Issues

Current licensees will receive a letter from the Department with information outlining the procedure to renew their license online.

ADMINISTRATIVE REPORT

Letter from Secretary Ross Regarding Virtual Meetings and SharePoint

The letter from Secretary Ross was reviewed.

PUBLIC COMMENTS

Teri Black, President, WOTA, will provide a list of FAQ's received at WOTA, for review at the next Board meeting. Ms. Black also stated that materials from the AOTA conference may not be available online to individuals who did not register for the conference.

CLOSED SESSION

The Board did not go into closed session as there were no items to deliberate.

ADJOURNMENT

MOTION: Gail Slaughter moved, seconded by Corliss Rice, to adjourn the meeting.
Motion carried unanimously.

The meeting adjourned at 10:50 a.m.

THE NEXT MEETING IS SCHEDULED FOR JULY 12, 2011